

2004 Travel Guidelines

General guidelines:

- Trainees or their local agency will pay all travel and per diem expenses (except airfare and rental car costs) during the training week.
- At the end of training, WIC staff complete paperwork to request reimbursement from the State WIC Agency.
- If the trainee paid for all travel expenses a reimbursement check will be issued in the Trainee's name and will be mailed to the trainee's home address.
- If the trainee's agency gives the trainee a travel advance, or pays for any other costs, the agency will be reimbursed for all travel expenses. It will be the agency's responsibility to pay the trainee back for any costs the trainee covered.
- Trainees will be reimbursed for travel and per diem expenditures according to the State guidelines.

State Travel Per Diem Rates for Thurston Co:

Meals:	Breakfast	\$ 11.00
	Lunch	\$ 13.00
	Dinner	\$ 19.00

Lodging: "Government Room Rate"
\$ 58.00 plus tax per night, per single room.

Mileage: Per mile \$.375*

Please review the
❖ *Transportation,*
❖ *Meal &*
❖ *Lodging*
sections of this
document for
specific details.

Please call Robert Hunter at 1-800-841-1410 for further clarification of travel reimbursement rates and procedures.

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Transportation:

Trainees are encouraged to use the least expensive method of transportation. The State WIC Staff can provide assistance in determining the least expensive method of travel and will help identify potential carpool options with other trainees when desired.

Air Travel:

Trainees traveling a distance of greater than 150 miles (one way) to the training center have the option to fly.

- Air travel must be arranged through the State WIC Office. Please contact Robert Hunter for flight arrangements: 1-800-841-1410 (press 4-2-2) or (360) 236-3596
- Flight arrangements that are made by the local agency will not be reimbursed.

Mileage:

Trainees are eligible for mileage reimbursement for the use of a privately owned vehicle. If trainees drive an agency vehicle to training, the State WIC Office will reimburse the agency directly.

- The rate of mileage reimbursement is \$.375 per mile. See note on previous page regarding Federal reimbursement rates.
- Trainees will need to keep track of their mileage from when they begin their travel (either home or work, whichever is closer) until they arrive at the Training Center. If you work in the Olympia area (including Lacey and Tumwater) you are not eligible for reimbursement.
- Mileage for personal travel (shopping, dinners, entertainment, etc) will not be reimbursed.
- When sharing a ride, only the driver (owner of the vehicle) may request reimbursement for mileage.

Shuttles:

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Staff who are flying to the Sea-Tac Airport have the option of taking a shuttle to and from Olympia. Shuttle services available are:

Capital Aeroporter	360-754-7113
Centraila Sea Tac Airport Express	360-786-0636

Rental Cars:

- **Rental cars must be arranged through the State WIC Office.** Staff must contact Robert Hunter at 1-800-841-1410 (press 6-1) for more information and assistance with obtaining a rental car.
- The State WIC Staff will assist local staff in assessing the need for a rental car and review all travel options available.
- Rental cars will only be reimbursed when arranged through the State WIC Agency.
- Once approved, the state WIC staff will send a “One Trip Voucher” to the local staff person, which can be exchanged for a rental car at the Budget Rental Car agency.

Other:

- Other transportation expenses including toll bridge fees, ferry fares, train or bus tickets, and airport parking are eligible for reimbursement.
- The State requires a receipt for any of these expenses equal to or exceeding \$25.00.

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Meal Reimbursement

Trainees may be reimbursed for meals at the following rates:

Breakfast	\$ 11.00
Lunch	\$ 13.00
Dinner	\$ 19.00

- Trainees commuting daily to and from training will be reimbursed for lunches.
- For trainees who are not staying overnight, an assessment of their day's travel time will be completed to determine whether they will receive meal reimbursement for breakfast or dinner. This assessment is based on the time the trainee began the day's travel and when the trainee's trip ended.
- Meal receipts are not required for the State WIC Agency. However, some local agencies do require meal receipts so staff should ask their WIC Coordinator whether they should keep meal receipts for the local agency.

Lodging:

We encourage and appreciate all efforts taken by staff to reduce travel and per diem expenses. When possible, trainees are encouraged to share hotel rooms with other staff attending training. In addition to being a cost saving measure, it may be a lot of fun and provide more opportunity to network with your peers. Contact the State WIC staff if you would like assistance contacting another trainee who may be seeking a "room-mate" during the training week.

- Trainees who are traveling a distance of 50 miles or greater one way from their home or clinic (whichever is closest to the Training Center) are eligible for lodging reimbursement.
- Trainees must make their own lodging arrangements using a personal or agency credit card to guarantee reservations. **Ask the reservations agent for "Government Rates"**. (A list of local hotels is included in this packet.)

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Lodging (cont.):

- **Lodging will be reimbursed at the rate of \$ 58.00 per night plus tax. Any amount exceeding this rate will be the responsibility of the trainee or their local WIC agency.**
 1. One trainee per single room is reimbursed at the actual room cost up to the state per diem total.
 2. If two trainees share a double room, only one person can claim the entire cost. It will be their roommate's responsibility to pay them back for half of the room cost.
- An original lodging receipt will be required by the State for lodging reimbursement. Staff may request additional copies from the motel if their local agency also needs an original motel receipt.
- Lodging reimbursement will not be paid to trainees staying with friends or family.
- Trainees may request reimbursement for lodging one night prior to the first day training **if they would have to begin traveling prior to 7:00 am**. Local staff should also obtain authorization from their local agency to assure that weekend travel is permissible in their agency.
- Be aware that some Bed & Breakfast inns do not have rooms available at government rates, or have a limited number of these rooms. If you are staying at a B&B and cannot get the government rate (currently \$58 + tax per night), you will be required to pay costs exceeding the per diem.

Persons requiring special accommodations or daycare please contact
Sara Knight 1-800-841-1410 (press 6-5) or (360) 236-3664.

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Lodging Options near WIC Training Center

Here are some lodging options while attending WIC Training. Staff may choose other options if desired.

Best Western Tumwater Inn

(360) 956-1235
5188 Capitol Blvd SE
Tumwater WA 98501

Motel 6

(360) 754-7320
400 Lee St SW
Tumwater WA 98501

West Coast Hotels

(360) 943-4000
2300 Evergreen Park
Dr Olympia WA 98502

Comfort Inn

(360) 352-0691
1620 74th Ave SW
Tumwater WA 98501

Swantown Inn (Bed & Breakfast)

(360) 753-9123
1411 11th Ave SE
Olympia WA 98501

Puget View Guesthouse (B&B)

(360) 413-9474
7924 61st Ave NE
Olympia WA 98502

*Remember to ask for “**Government Rates**”
when making your lodging reservations.*

